

## Board of Library Trustees - Meeting Agenda

June 5th, 2018

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on May Hubbard Memorial Library Board of Trustees meeting minutes
- Completed staff development ½ day with Group Restoration
- Completed staff goals for everyone except July
  - July's goals will be done within two weeks
- Melissa recommended transferring Museum Pass maintenance to the Friends. I think this is a good plan
  - Melissa will talk to the Friends and bring up the subject
- Advised the two vendors of the status of funds for the HVAC replacement
- Requested two vendors provide an estimate of repair work to be done on the piping in the boiler room.
- The Traveler's Insurance Company will be performing a boiler inspection on 6/4
- Chris / Bob and I have a meeting with the Finance Committee to justify transfer of reserve funds into Personnel Services to cover Judy's retirement costs
- I will be developing a budget for internal use to include programming and collection development to start July 1<sup>st</sup>
  - Staff assigned to those duties will be responsible for keeping a record of expenditures and reporting them in the monthly report.
- Discuss Director's upcoming contract – one vs. three year
- The IT Dept. is in the process of adding security cameras to the outside of the building.
- The staff is in the process of reviewing new potential e-resources / databases:
  - Transparent Language
  - Acorn TV (British mystery series)
  - Universal Class – 500 CEU classes
  - Law Depot - DIY Legal documents
  - Comic Book Plus – e-comic book / graphic novels
- Worked with Melissa to schedule computer classes for June / July – bean to incorporate Photo / video editing classes
  - I am in the process of developing video classes

- The library will be notified of the decision of the Grant Advisory Board for the LSTA grant applications during the week of July 16<sup>th</sup>.
- I will begin to compile statistics for the first six months of 2018 for the July trustees meeting
- ARIS is starting in July.

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#### Old Business

- DPW has marked the pine trees for removal (with the addition of several other ones that are dying)
- I will be meeting with the town starting over the summer to help implement the parking lot addition

#### Correspondence

Library materials expenditures for FY 18.

#### Executive Session

#### Discussion: Open

The July 2018 meeting date/time has yet to be determined.

**\*Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**